



JAN 31 2006

United States  
Department of  
Agriculture

MAP 06-002  
FMD 06-002

Farm and Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Service

1400 Independence  
Ave, SW  
Stop 1042  
Washington, DC  
20250-1042

**SUBJECT:** Reimbursement of Travel Costs in the United States

**TO:** MAP and FMD Program Participants

---

**BACKGROUND:** In the past, MAP and FMD participants could not seek reimbursement of travel costs for home office employees who accompanied foreign trade missions in the United States. This was considered a domestic administrative expense and not eligible for reimbursement (7 CFR 1485.16(d)(26) and 7 CFR 1484.55(a)(25)).

**POLICY:** Effective as of the date of this notice, MAP and FMD program participants are authorized to seek reimbursement of travel and per diem expenses of ONE home office employee, state department of agriculture employee OR participant board member to accompany foreign trade missions and technical teams while traveling in the United States, provided the following conditions are met:

1. The trade mission is identified in the participant's UES;
2. The trade mission activity is approved by FAS;
3. The individual submits a follow-up trip report to FAS, which includes the following:
  - a. Purpose for the individual's participation;
  - b. Any pre-arranged business meetings;
  - c. Itinerary and/or agenda for the trip; and
  - d. Feedback from sponsors and trade mission/technical team members on the success of the trip.

Reimbursement of the approved travel and per diem expenses is limited to ONE traveler and subject to the rates allowed under the U.S. Federal Travel Regulations (41 C.F.R. 300-304). All other domestic travel not specifically authorized is prohibited.

FRANKLIN D. LEE  
Deputy Administrator  
Commodity and Marketing Programs